

Project Documentation Template

Project Title: Website revamp

Date: 29/08/2020

Project Manager(s): Sydney

Key Project Team Members: Jake, Ben & Arianna

Phase 1: Initiation

Project Proposal: Summary of your project.

Project Charter: Establish the project manager and key actions needed to bring your project to life.

Phase 2: Planning

Project Management Plan: Overview of your project's different phases and milestones.

Project Schedule: An initial timeline of when key project milestones will be reached.

Financial Plan: A projected budget for the project.

Phase 3: Execution

Risk & Issues Log: A log of risks and issues faced within the project.

Project Status Report: Regular status updates from the project manager.

Project Communication Plan: Regular communications with project stakeholders.

Phase 4: Control

Change Management: Record project progress and the changes that come along the way.

Phase 5: Conclusion

Project Review Document: Final reporting, reflections, tying of loose ends and formal project closure.